

VACANCY NOTICE  
RHODE ISLAND JUDICIARY

Title of Position:	<u>Deputy Clerk I - Finance</u>	Classification Code:	<u>00416700</u>
Salary Range:	<u>GR. 4424A \$40,129 - \$46,900</u>	Reference Position Number:	<u>2740-10000-#855</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>January 9 - 18, 2007</u>
Division/Section/Unit:	<u>Traffic Tribunal</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Providence County</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional &amp; Technical Employees' Local Union 808</u>		

**INSTRUCTIONS**

**STATE EMPLOYEE:** Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

**MOST IMPORTANT- please include the following information:**

- |  |                                  |
|--|----------------------------------|
| ◆ The title of the position for which you are applying   | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed    | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation ***  |
- \*\*\**In certain agencies, bargaining union applicants will receive preferential consideration according to contract*

**NON STATE EMPLOYEE:** Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

**MEDICAL INFORMATION:** Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

**DUTIES /RESPONSIBILITIES:**

To be responsible for and perform daily cash receipt reconciliations, process insufficient fund payments, credit card payments, and cash receipt refunds. To reconcile the ACS systems' general ledger and accounting reports to the State of Rhode Island's accounting systems, RISAIL, and RIFAN. Responsible for the processing of all municipality payments and to maintain all aspects of previously-mandated accounting and bookkeeping procedures utilizing Microsoft Word and Excel.

**EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:**

B.S. from a college of recognized standing in finance, accounting, business administration/management, or related field required. Experience with and knowledge of Microsoft Word and Excel and understanding of public sector accounting, auditing, and budgeting principles necessary. Working knowledge of Rhode Island Judiciary financial and accounting practices and procedures preferred.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.  
SEND RESUME AND/OR CS-14 Application to:

**Traffic Tribunal Personnel Board**  
**670 New London Avenue**  
**Cranston, RI 02920**  
**FAX: 401-222-5359**

**TDD#: 401-222-1566**

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

**AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS**

**Reasonable Accommodation:**

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall **not** be considered unqualified for the position.

CS-376 Rev. (2/05)